Office of Science (SC) Information Management (IM) Board
Meeting Summary
October 29, 2002

Agenda

10:00 - 10:10 Introduction
  - Review agenda (Griffin)
  - Review action items (Griffin)

10:10 - 10:25 IM Services and Project Reports (Griffin)

10:25 – 11:00 SC HQ FY 2003 IM Operating Plan Briefing (Griffin)

11:00 – 11:30 IM Board Reports
  - Customer Information Advisory Group (CIAG) Monthly Report (Dilworth)
  - Security Report (Lister)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	Bill	Chair	SC-5	6-9942	Local
Griffin	Ted	Exec. Sec.	SC-65	3-4556	Local
Riches	Mike	Member	SC-70	3-3264	Local
Albaugh	Brenda	Attendee	SC-65	3-6578	Local
Baker	Brent	Attendee	SC-65	3-2345	Local
Battison	Charlene	Ex Officio Member Backup	OR	865-576-0633	Phone
Beall	Jeanne	Attendee	SC-65	3-4587	Local
Burks	Dru	Ex Officio Member Backup	OAK	510-637-1738	Phone
Buswell	Steve	Member	SC-7	6-9741	Phone
Farrand	Sue	Attendee	SC-65	3-1884	Local
Flynn	Kelly	Attendee	SC-40	3-3193	Local
Forsythe	Todd	Attendee	SC-65	3-6409	Local
Hodges	Michelle	Attendee	SC-40	3-1891	Local
Lister	Susan	Security Advisor	SC-80		Local
Millman	Bill	Attendee	SC-14	3-5805	Local
Rice	Pat	Attendee	SC-65	3-4556	Local
Scott	Mary-Anne	Member	SC-31	3-6368	Local
Stodolsky	Marvin	Attendee	SC-72	3-4475	Local
Talamini	Karen	Member	SC-14	3-4563	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone

Meeting Summary

Review Agenda and Action Items

Mr. Griffin reviewed the status of action items from the September meeting.

Action	Responsibility	Status
Send the SC HQ FY03-07 IM Strategic Plan to IM Board members in the field.	Ted Griffin	Complete
Send each AD/OD their costs by Program for FY 2002 that are becoming chargeback items in FY 2003.	Ted Griffin	Complete. Monthly statements will also be sent.

Action	Responsibility	Status
Add a discussion on the roles and responsibilities of the various groups (CIAG and IM Board) to the next IM Board agenda.	Ted Griffin	This will be done at a subsequent meeting.
Bring the request by OAs for reinstatement of regular meetings forward to the appropriate SC-65 staff member.	Ted Griffin	Complete

SC HQ FY 2003 IM Operating Plan

Ted Griffin presented IM members with the SC HQ FY 2003 Information Management Operating Plan. He reviewed background information on how the plan was developed and projects prioritized. Additional services (continuation of the loaner pool, continuation of SC-1 homepage content support, and chargeback items) that were not in the Strategic Plan have been added to the Operating Plan at SC-1 direction.

The following factors could impact the Operating Plan.

-- E-Government (E-Gov). There are 24 projects Governmentwide that make up the E-Gov project and 20 additional related projects are being instigated by the DOE Chief Information Officer (CIO). Funding for these projects could come from the IM budget.

-- SC Re-engineering Efforts. OneSC recommendations from Ed Cumesty may include a standards-based management system similar to IMSC that would be available to all SC.

-- DOE Corporate Development Efforts. This includes the E-Portfolio Management Environment (E-PME) project, Business Management Information System (BMIS), and E-Grants.

-- CIO IM consolidation efforts, which could combine IM services for the entire Department and include the CIO taking over all support contracts.

Discussion points and questions on this topic included the following.

-- Meetings are held regularly with the E-PME project team to address areas of overlap. Some of the development work needed by the E-PME project may be done by developers working on Execution Work Management 2.0. This eliminates duplicative effort.

-- The short-term solution for handling electronic proposals is in the acquisition stage.

-- The final steps of the Electronic Information Management rollover project will be determined once the Office XP rollout is complete.

-- Calendar and Scheduling, the replacement for the Front Office daytimer, will be rolled out in early November.

-- The funding left from the expected FY03 IM budget of $7,100,000 after all other projects and services were costed was applied to Execution Work Management 2.0. There is no guarantee that this is enough funding to complete this development effort.

Fiscal Year (FY) IM Services and Project Reports

Mr. Griffin provided an update to the Services and Project Reports. Everything is on schedule as planned.

Performance measures for September were presented. The fiscal year (FY) ended with customer satisfaction at 83 percent. The annual survey to measure performance measures number 1 and 2 has been distributed and final fiscal year 2002 results will be presented at the next meeting.

Concern was expressed that desktop printers are not being provided as part of the standard hardware configuration for users. IM Board members who have questions about printer usage, would like statistical information about personal versus network printers, or have ideas on how best to implement the standard are to email Ted Griffin.

IM Board Reports

The security report included information on the following. Questions on these topics should be directed to Susan Lister.

-- The DOE CIO is offering free online training on cyber security.

-- The Internet Security System (ISS) license is expiring. A survey was sent to users, with 3500 requests received for the intrusion detection software BlackICE.

-- There was an unsuccessful attack (thru ESnet) from China last week. The attack is being looked at by the Inspector General (IG).

-- The Policy Working Group (PWG) meeting scheduled for November 13 and 14 will be held via videoconference.

-- DOE Order 205.1 has been sent to the Field Management Council (FMC) process.

-- A November 20 teleconference on Gateway product Tumblweed is planned.

-- A perimeter scanning project is about to begin.

-- A meeting with a representative from the Office of Homeland Security was attended.

Action Items

-- IM Board members who have questions about printer usage, would like statistical information about personal versus network printers, or have ideas on how best to implement the standard should email Ted Griffin.

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